



Oregon

Kate Brown, Governor

Department of State Police
Central Records Section
3565 Trelstad Ave SE
Salem, OR 97317
(503) 378-3725 x44444
FAX (503) 378-6300

December 7, 2018

Muckrock News
DEPT MR 63842
411A Highland Ave
Somerville, MA 02144-2516

REF#: PR20226

RE: PUBLIC RECORD REQUEST RELATED TO "DRONE DOCUMENTS"

We have received payment on the above referenced request. Enclosed is the requested record to include:

- Policy 557.5 Use of Unmanned Aircraft System

Sincerely,

Holly Bolton
Legal Compliance Specialist
503-934-0172



Oregon

Kate Brown, Governor

RECEIVED DEC 07 2018

Department of State Police
Central Records Section
3565 Trelstad Ave SE
Salem, OR 97317
(503) 378-3725 x44444
FAX (503) 378-6300

November 29, 2018

PAID
12.50

Muckrock News
DEPT MR 63842
411A Highland Ave
Somerville, MA 02144-2516

REF#: PR20226

RE: - PUBLIC RECORD REQUEST RELATED TO "DRONE DOCUMENTS"

This is in response to the above referenced request which we received on November 16, 2018. Oregon State Police owns 3 Small Unmanned Aircraft Systems (sUAS). A search has been conducted which yielded the following responsive record.

- Policy 557.5 Use of Unmanned Aircraft System.

Oregon State police considers portions of your request overly broad in that it does not describe the requested records sufficiently enough to conduct a reasonable search.

ORS 192.324(4) allows a public body to establish fees for production of public records that are "reasonably calculated to reimburse it for its actual cost" in making records available.

We will require an estimated processing fee calculated at a rate of \$25 per hour to be paid prior to processing. The estimate is shown below. If this estimate is too high the difference will be refunded. If we find processing will exceed this estimate additional payment will be required and we will contact you prior to release. The first 30 minutes of processing time has been waived. Exempt information or records may be redacted or withheld.

Staff Time: \$12.50 (1 hour -.5 hour waived @ \$25.00 per hour to locate, compile, review, redact, copy and prepare materials for mailing as needed)

TOTAL DUE: \$12.50

Make check payable to Oregon State Police, (the Tax ID number is 93-6001779) and mail or deliver with a copy of this letter to:

Oregon State Police 
Attn: Central Records Section
3565 Trelstad Ave SE
Salem, OR 97317

Sincerely,



Holly Bolton
Legal Compliance Specialist
503-934-0172

MuckRock News
DEPT MR 63842
411A Highland Ave
Somerville, MA 02144-2516
63842-68406361@requests.muckrock.com

Check Enclosed for \$12.50

Oregon State Police
OPRL Office
255 Capitol Street Northeast
Salem, OR 97310

December 4, 2018

This is a follow up to request number PR20226:

To Whom It May Concern:

Please find enclosed a check for \$12.50 to satisfy the fee associated with the attached public records request.

Thank you.

Filed via MuckRock.com
E-mail (Preferred): 63842-68406361@requests.muckrock.com

For mailed responses, please address (see note):
MuckRock News
DEPT MR 63842
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Nov. 29, 2018:
Please see the attached response to your public record request.

[Holly B Signature][cid:image004.jpg@01D487BC.4B356960]

MuckRock News
DEPT MR 63842
411A Highland Ave
Somerville, MA 02144-2516
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Holly Bolton, Legal Compliance Specialist
Central Records Section, Oregon State Police
3565 Trelstad Ave SE, Salem OR 97317-9614
Phone: (503) 934-0172

To provide premier public safety services

*****CONFIDENTIALITY NOTICE*****

This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

On Nov. 16, 2018:
Please see attached documents. Thank You.

[Description: Description: Description: Description: cid:image001.png@01D28931.47C102C0]

Anita Nevarez
Records Request Asst.
Central Records Section
Oregon State Police
3565 Trelstad Ave SE
Salem, OR 97317-9614

PHONE: 503-378-3725
EXT. 44444
FAX: 503-378-6300

central.records@state.or.us<mailto:central.records@state.or.us>

To provide premier public safety services.

MuckRock News
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On Nov. 16, 2018:

To Whom It May Concern:

Pursuant to the Oregon Public Records Law, I hereby request the following records:

For the period of January 1, 2015 to the date of this letter, please provide copies of the following:

1. Number, if any, of Unmanned Aerial Vehicles (UAV's or drones) owned by this department or agency.
2. Number, if any, of Unmanned Aerial Vehicles (UAV's or drones) available for use by this department or agency via collaborative agreements that were utilized within the period encompassing this request. Please provide the name of the department or agency that made the Unmanned Aerial Vehicle available to this department or agency for use.
3. Any documents or correspondence during the period encompassing this request regarding possible or planned acquisition of an Unmanned Aerial Vehicle.
4. Any existing or proposed usage policies regarding the use of Unmanned Aerial Vehicle technology including protocols, training documents, data storage procedures, and prohibited activities.
5. Any current or past litigation involving or referencing this department or agency involving the use of Unmanned Aerial Vehicles.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

MuckRock News
DEPT MR 63842
411A Highland Ave
Somerville, MA 02144-2516
63842-68406361@requests.muckrock.com

Chris Bushick

Filed via MuckRock.com
E-mail (Preferred): 63842-68406361@requests.muckrock.com

For mailed responses, please address (see note):

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DEPT MR 63842
411A Highland Ave
Somerville, MA 02144-2516

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DEPARTMENT OF STATE POLICE

USE OF UNMANNED AIRCRAFT SYSTEM

Effective Date: December 19, 2017	Supersedes Date: Not Applicable	Policy Number: 557.5
Reference/Laws/Statutory Authority: ORS 837.300-837.390, Oregon Legislative House Bill 2710 & 4066 & 3047		
Applies to: <input type="checkbox"/> All Personnel <input checked="" type="checkbox"/> All Management <input checked="" type="checkbox"/> Sworn Personnel <input type="checkbox"/> Non Sworn Personnel <input type="checkbox"/> Other <input type="text"/>		
Issuing Authority: Superintendent of State Police	No. Pages 4	

I. PURPOSE

This policy is intended to provide members of the Oregon State Police who are assigned responsibilities associated with the deployment and use of unmanned aircraft systems (UAS) with guidance on when and how this technology and the information it provides may be used for law enforcement and public safety purposes. Any Department utilized UAS shall be operated in accordance with [Oregon Revised Statute \(ORS\) 837.300 to 837.998](#) and [Title 14 of the Code of Federal Regulations \(14 CFR\) part 107](#), as it applies to the registration, airman certification, and operation of civil small unmanned aircraft systems within the United States.

II. POLICY

It is the policy of the Oregon State Police that only trained and authorized Department personnel may deploy a UAS when such use is appropriate in the performance of their official duties and in compliance with the policy provisions provided herein and applicable Oregon state law.

The Department has adopted the use of a UAS to provide an aerial visual perspective in responding to and investigating crime scenes, emergency situations and exigent circumstances involving the public body, and for the following objectives:

- A. Situational awareness: To assist decision makers (e.g., incident command staff; first responders; city, county and state officials) in understanding the nature, scale,

and scope for an incident – and for planning and coordinating an effective response.

- B. **Tactical Deployment:** To support the tactical deployment of members and equipment in emergency situations (e.g., SWAT incidents involving high-risk search or arrest warrants, suspect tracking and apprehension in a wooded or urban environment, hostages and barricades, support for large-scale tactical operations and other temporary perimeter security situations).
- C. **Visual Perspective:** To provide an aerial visual perspective to assist Department members in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
- D. **Scene Documentation:** To document a crime scene, crash scene or other major incident scene (e.g., disaster management, incident response, forensic scene investigation).

These policies and procedures are provided for the consistency of members deploying the UAS, to provide a clear and consistent understanding of related UAS rules and for the furtherance of officer and public safety.

III. DEFINITIONS

- (1) **Law enforcement agency** means an agency that employs police officers, as defined in ORS 133.525, or that prosecutes offenses.
- (2) **Warrant** means a warrant issued under ORS 133.525 to 133.703.
- (3) **Public body** has the meaning given that in ORS 174.109.
- (4) **FAA** means the Federal Aviation Administration.
- (5) **Unmanned Aircraft System (UAS)** means a system that includes the necessary equipment, network, and personnel to control an unmanned aircraft. Unmanned aircraft system does not include a model aircraft as defined in section 336 of the FAA Modernization and Reform Act of 2012 as in effect on July 29, 2013. For purposes of this policy, a UAS includes a drone, as defined by ORS 837.300.
- (6) **UAS Operator** means a pilot, visual observer, payload operator or other person assigned duties for a UAS for the purpose of flight or training exercise.
- (7) **Digital Multimedia Evidence (DME)** means digital recordings of images, videos, audio, and associated data.

IV. PROCEDURE

The purpose of the following procedures is to protect the public body, their privacy and the officer. Public privacy and safety shall be the primary concern of the Department.

When deploying the UAS it will only be deployed within Department UAS policy and procedures and applicable Oregon Revised Statutes.

Requests for the use of the UAS will be forwarded through the appropriate chain of command. The final decision to deploy the UAS will be with the on scene lieutenant, his/her designee or the respected supervisor or pilot in charge with oversight of the applicable operation or investigation.

A. TRAINING:

1. UAS operators will be identified by a respective unit on an as-needed basis. Final approval for UAS operators will be at the Bureau Major level. The operation of a UAS will be considered a collateral duty, until otherwise defined by the Superintendent's Office.
2. UAS operators will complete an initial training course that is approved by the Department and the FAA. UAS operators will obtain their "Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating," as required by 14 CFR, part 107, section 107.73(a).
3. Additional training may be required at periodic intervals to ensure the continued effective use and operation and proper calibration and performance of the equipment and to incorporate changes, updates or other revisions deemed necessary.
4. UAS operators will maintain current certification and necessary flight hours.
5. UAS operators will document all training flight hours along with the reason for flights. See "Documentation" in Section B.
6. If for any reason a Department UAS operator fails to maintain certification or a necessary number of flight hours, UAS supervisory personnel will be notified immediately and the UAS operator's flight status will be suspended until such requirements are satisfied.

B. DOCUMENTATION:

1. Current documentation of flight hours will be maintained by each UAS operator and made available upon request by UAS supervisory personnel.
2. Hours will be documented on the s-UAS Pilot Field Flight Log form.
3. The s-UAS Pilot Field Flight Log form will be filled out with every use.
4. The UAS operator shall update the s-UAS Statewide Flight Log as soon as practicable.
5. UAS supervisory personnel will audit flight documentation annually. The results of the audit will be documented in a Memorandum and reviewed through the chain of command to the Bureau level, to include the Office of Professional Standards.
6. The s-UAS Statewide Flight Log will be utilized to fulfill the annual reporting requirements to the Oregon Department of Aviation.

[557.5A UAS Pilot Field Flight Log](#)

C. DEPLOYMENT:

1. All deployments of a UAS by Department personnel will be within the policies and laws governed by the Oregon State Police and the State of Oregon.
2. Additionally, all deployments of a UAS shall be in accordance with this policy and each unit's Standard Operating Procedures manual.
3. UAS operators shall inspect and test UAS equipment prior to and after each deployment to verify the proper functioning of all equipment and the airworthiness of the aircraft.
4. UAS supervisory personnel shall manage all deployments and uses of the UAS(s) to ensure that officers equipped with UAS devices utilize them in accordance with Department policy and procedures.

D. EVIDENCE

1. All DME shall be securely downloaded at the first available opportunity following each mission. The UAS operators will record information for each file that shall include the date, time, location and applicable case number(s), and identity of the UAS personnel involved in the mission.
2. All DME captured by the UAS will be handled and stored in accordance with Department policy and Oregon's public record retention laws. DME shall not be edited, altered, erased, duplicated, copied, shared, or otherwise distributed in a manner inconsistent with established evidence protocols utilized by the Department.